

REF

**STROUD HIGH SCHOOL****16-19 PETTY CASH****16-19 BURSARY PETTY CASH CLAIM FORM**

NAME &amp; FORM \_\_\_\_\_ DATE \_\_\_\_\_

| USE THIS FORM FOR ITEMS UNDER £20 ONLY<br>DETAILS OF EXPENSE - PLEASE ATTACH RECEIPTS                                      |  | £ | P |
|--|--|---|---|
|  |  |   |   |
|  |  |   |   |
| RETURN THIS FORM TO FINANCE.   |  |   |   |
| TOTAL  |  |   |   |
| RECEIPT ATTACHED ? YES/NO  |  |   |   |
| <b>For Finance Office Use:</b><br>Claim added to 16/19 summary sheet YES/NO<br>Expenditure added to petty cash list YES/NO |  |   |   |
| CLAIM AGREED BY:   |  |   |   |
| CASH RECEIVED      SIGNED _____<br>DATE _____<br><br>PAID BY _____ DATE _____  |  |   |   |